



# orning Chapter

THE EMBROIDERERS' GUILD OF AMERICA, INC.



The following job descriptions are designed to guide you through your job with our chapter. Knowing that individuals bring their own strengths that may not be mentioned in a particular job description, our chapter welcomes your creativity.

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## Board Members Job Description

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1. Formulate policies and procedures consistent with the purposes of EGA and necessary to conduct the business affairs of the chapter.
2. All officers and committee chairmen should attend the board meetings as part of their duties, whenever possible.
3. Any chapter member may attend and participate in board meetings but will not have a vote.

## Education Chair Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings. Presents a verbal report to the board.
2. Serves as the chairman and a voting member of the education committee.
3. Serves as a voting member of the program committee.
4. Appoints members of the education committee. The program chairman may be a member of this committee.
5. Is responsible for Group Correspondence Courses, workshop teachers, excursions or field trips, and other educational activities, except for programs or projects planned for regular monthly meetings, as follows:
  - In the case of a GCC, makes arrangements with national, and appoints the group leader; supervises the overall conduct of the class.
  - For excursions/field trips, etc., makes announcement of event, conducts sign-up, makes other necessary arrangements.
  - In the case of workshops, pilot classes, visiting teachers, etc., makes all arrangements as per the *Suggested Guidelines* for conducting workshops.
  - Take care of any education correspondence and be responsible for contractual arrangements (which the president signs) subject to board approval. Advise on program correspondence.
6. Sees that copies of education material received from the Mid-Eastern Region education coordinator and EGA national are made available for all members of the chapter.
7. Informs chapter members, in meetings and newsletter, of all individual educational achievements.
8. Conveys to region education coordinator completion of group or individual correspondence courses within the chapter.
9. Approves all education expenses (except for those connected with programs at monthly meetings) prior to payment by the treasurer.
10. Acts as liaison with other chapters on education concerns.
11. Contacts region education coordinator to solve problems concerning national education programs and relays suggestions or comments regarding programs.

12. Monitors all national educational programs and services given in the chapter.
13. Maintains a file of material regarding region and national education programs.
14. Writes education committee information for the newsletter.
15. Coordinates with the program committee chairman to conduct a yearly survey to determine past satisfaction and future interests as regards education and program. Distributes an interest sheet to members of the chapter periodically to obtain information to be used in planning future programs.
16. Be responsible for any other educational activities except for monthly programs.
17. Prepares a budget and presents it to the treasurer prior to the November board meeting.
18. Prepares a written report for the annual meeting in May.
19. Instructs successor and passes on all information pertaining to the office.

### Exhibit Chairman Job Description

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1. With board approval determine date(s) of exhibit.
2. Find a place to hold the exhibit.
3. Appoint sub-committees. Past sub-committees have included: insurance forms, publicity, posters, programs, demonstrations, hostesses, set-up, labels, reception, take-down and clean-up, finding tables and display cases, etc.
4. Make sure photographs and/or videos are taken.
5. Submit an article (including photos) to Needle Arts.
6. Make reports to the board and submit a final written report.
7. Prepares a budget, if needed, and presents it to the treasurer prior to the November board meeting.

### Historian Job Description

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1. Be responsible for records not included in other job descriptions, i.e. treasurer, program, secretary, president etc.
2. Keep two copies of newsletter.
3. Be responsible for acquiring newspaper and magazine articles for chapter scrapbook. Bring scrapbook up-to-date at least annually.
4. Be responsible for having pictures taken at chapter functions for scrapbook.
5. Attend board meetings as a non-voting member.
6. Prepares a written report for the annual meeting in May.
7. Instructs successor and passes on all information pertaining to the office.

### Hospitality/Sew-in Chairman Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings. Presents a verbal report to the board.
2. Prepares a budget and presents it to the treasurer prior to the November board meeting.
3. Prepares a written report for the annual meeting in May.
4. Instructs successor and passes on all information pertaining to the office.
5. Hospitality duties
  - Arranges small treat for monthly meetings. Coffee & water are provided.
  - Assists program chairman for refreshments at special meetings, such as visiting teachers, and annual social events.
6. Sew-in duties
  - Sets up a schedule for sew-ins.
  - Arranges for a hostess for each monthly sew-in
  - Checks each month to be sure everything is alright.
  - Use of telephone tree to be ready in case of an emergency cancellation or for special announcements.

### Librarian Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings. Presents a verbal report to the board.
2. Oversee the storage of all books and magazines belonging to the chapter.
3. Display some of the books or magazines at each general meeting related to program or not.
4. Provide a ledger for members to log borrowed items in and out.

5. Be responsible for auditing the shelf list and the ledger annually so lost or missing books can be located.
6. Contact members with overdue books and ask for their return.
7. Provide newsletter editor with a list of new acquisitions so the information can be published.
8. May occasionally provide a book review for newsletter.
9. Evaluate the library on an annual basis to determine which books should be discarded and make recommendations to the board about possible books for purchase. Consider recommendations from the membership.
10. Put discarded books, magazines etc. out for sale. This money is added to the library budget.
11. Collect fines of 50¢ for overdue books and give proceeds to the treasurer. This money is added to the library budget.
12. Prepares a budget and presents it to the treasurer prior to the November board meeting.
13. Prepares a written report for the annual meeting in May.
14. Instructs successor and passes on all information pertaining to the office.

## Membership Chairman Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings.
2. Issues membership cards.
3. Actively recruits new members for the chapter.
4. Sets up and organizes a sign-in table at each meeting to include an attendance and sign-in sheet, any maps or directions needed for future meetings, EGA membership forms, etc. Appoints someone to fulfill these duties if she is absent.
5. Records attendance at each meeting and submits the list to the Secretary.
6. Attends all meetings, arriving in time to greet guests and, introduces them to the membership, has guest name tags available for their use.
7. Introduces new members.
8. Sees that a fee is collected by the treasurer for third and subsequent visits of guests, as detailed in the Policies and Procedures.
9. Gives a report of new members and guests at regular meetings.
10. Keeps the master membership list updated and sends this information to EGA headquarters.
11. Plans for the printing of the annual membership directory and telephone tree.
12. Notifies members when their dues are due. This may be done by providing a list to the newsletter editor for publication in the newsletter. Specify whose primary membership is in our chapter, whose primary membership is in another chapter in Mid-Eastern Region, and whose primary membership is outside the region.
13. Contacts non-renewing members to encourage renewal.
14. Notifies the newsletter editor of those whose membership has lapsed and who should no longer receive the newsletter.
15. Notifies the newsletter editor of any changes in a member's address so she will continue to receive her newsletters.
16. Notifies the newsletter editor of new member names and addresses for the newsletter mailing list.
17. Is responsible for compiling, updating, publishing, and distributing the hand book.
18. Provides new members with a copy of the hand book.
19. Prepares a written report for the annual meeting in May.
20. Prepares a budget and presents it to the treasurer prior to the November board meeting.
21. May appoint a committee of one or two people to delegate some of the membership responsibilities.
22. Instructs successor and passes on all information pertaining to the office.

## Newsletter Editor Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings. Presents a verbal report to the board.
2. Is responsible for receiving and putting into format the information submitted for the chapter newsletter, which is published four times per year in February, May, August, and November. The pages are typed, proofread, made copy-ready, and then reproduced.
3. Maintains a current mailing list, addresses, and mails, or distributes the newsletter.
4. Sends newsletters to chapter members, national president, national newsletter reviewer, and EGA headquarters as well as the region director, assistant region director, newsletter editor, secretary, education chair, outreach chair, and chapter editors in Mid-Eastern Region.

5. Is knowledgeable of and complies with all copyright laws.
6. Sets deadlines for information for the newsletter and adheres to the schedule.
7. Handles advertising (if ads are solicited), keeps current records of payment, prepares advertising copy, and maintains a complete record of all information. Provides a copy of each newsletter to each advertiser.
8. Maintains a file of past newsletters to keep in library as a permanent record.
9. May divide duties and arrange a committee.
10. Prepares a budget and presents it to the treasurer prior to the November board meeting.
11. Prepares a written report for the annual meeting in May.
12. Instructs successor and passes on all information pertaining to the office.

### Nominating Committee Job Description

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1. Consists of three members, elected in May of odd-numbered years.
2. Selects its own chairman.
3. Serves for two years.
4. Nominates at least one candidate for each of the offices to be filled. Elected in even-numbered years are Vice President and Secretary. Elected in odd-numbered years are President, treasurer, region representative and nominating committee.
5. Contacts nominees to outline duties of office and obtain consent to serve.
6. Maintains a notebook of job descriptions so each nominee can have a written outline on her prospective job.
7. Chairman presents the slate of nominees to the board at the March meeting, and to the membership at the April meeting.
8. Service on the nominating committee does not preclude a member from consideration for office.
9. Makes nominations to the board to fill vacancies occurring before a term ends.
10. All discussions must be confidential.

### Community Outreach Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings. Presents a verbal report to the board.
2. Maintains a record of the outreach activities of the chapter.
3. Maintains a record of the outreach activities of the individual chapter members.
4. Maintains a list of possible outreach activities. Outreach activities include contributions of time and materials to non-profit groups such as youth groups, women's shelters, hospitals, and community sponsored activities.
5. Maintains a file of copyright-free projects and patterns for chapter outreach activities.
6. Maintains a chapter notebook including the above, updating it as necessary.
7. Writes material for the chapter newsletter outlining outreach activities and encouraging participation in the community.
8. Prepares a budget and presents it to the treasurer prior to the November board meeting.
9. Prepares a written report of contributions to the community for the annual meeting in May and sends copies to the Mid-Eastern Region outreach chairman.
10. Instructs successor and passes on all information pertaining to the office.

### Parliamentarian Job Description

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1. Be familiar with chapter bylaws, policies and procedures and bring these documents to all meetings: general, board, and executive committee.
2. Be familiar with Roberts' Rules of Order and bring a copy to all meetings: general, board, and executive committee.
3. Attend all board and executive committee meetings as a non-voting member.

### President Job Description

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1. Has general direction of the affairs of the chapter.
2. Presides at all business meetings: general, board, and executive committee.
3. Calls meetings of the board.
4. Has the responsibility of calling special meetings or canceling regular meetings.
5. Prepares an agenda for chapter and board meetings.
6. Sees that all orders and resolutions of the board are carried into effect.

7. Appoints the chairmen of all committees, except nominating, subject to the approval of the board.
8. Serves as an ex-officio member of all committees except the nominating committee.
9. Has the authority and responsibility to create any special committees deemed necessary to the chapter, subject to approval of the executive committee.
10. Delegates responsibilities to the elected officers and committee chairmen.
11. Makes sure committee chairmen complete their duties or suggests a replacement.
12. Pays bills in the absence of the treasurer
13. Relays news to the editor of the newsletter prior to the deadline.
14. Reads and responds promptly to all correspondence from other chapters, the region, and national, and provides copies of information to the appropriate officers or committee chairmen.
15. Keeps current the chapter files in her possession.
16. Updates the Officer's Notebook with current information from national and region.  
Sends copies to appropriate officers and passes notebook on to her successor.
17. Reports annually to both the chapter and to national via the region.
18. Sends national and region reports on time — sees that other officers do the same.
19. Signs all contracts as the legal representative of the chapter.
20. Stays current with national and region bylaws and is prepared to answer any questions regarding same.
21. Maintains master calendar of all chapter and region events to prevent conflicts in the schedule.
22. Attends and votes at National Annual Meeting or delegates an official representative.
23. Represents the chapter to the community.
24. Develops leadership within the chapter.
25. Instructs successor and passes on all information pertaining to the office, along with Officer's Notebook.

### Program Chair Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings. Presents a verbal report to the board.
2. Serves as the chairman and a voting member of the program committee.
3. May serve as a voting member of the education committee.
4. Appoints members of the program committee. The education chairman is a member of this committee. The president is an ex officio member.
5. Is responsible for planning programs for monthly meetings, as follows:
  - With the program committee, selects programs, teachers, and optional teacher helpers (angels) for the coming year and presents this to the board.
  - Is responsible for scheduling slide programs, study boxes, and other educational activities that take place at the regular monthly meetings.
  - Coordinates with other appropriate committee chairmen to plan luncheons, fund raisers, etc., that take place at regular meetings.
6. With the treasurer, reviews cost of project with teacher prior to presentation to chapter.
7. Approves all program expenses (except for those connected with activities supervised by the education committee) prior to payment by the treasurer.
8. Acts as liaison with other chapters on program concerns.
9. Sends written notice of upcoming programs, along with coupon information, to the newsletter editor. Informs publicity chair of this also.
10. Coordinates with the education committee chairman to conduct a yearly survey to determine past satisfaction and future interests as regards education and program. Distributes an interest sheet to members of the chapter periodically to obtain information to be used in planning future programs.
11. Distributes Program Guidelines and other necessary forms to teachers. Encourages the use of booklet and video, To Teach is to Learn Twice.
12. Maintains a program notebook. This includes a copy of each program's instruction sheets, names of teachers and helpers, project expense sheet, and picture of project.
13. The program notebook is the property of Corning Chapter and shall be passed on to your successor.
14. Takes care of any program correspondence, including contractual arrangements (which the president signs) subject to board approval.
15. Collects monies for programs and arranges payment to the instructor and any others involved.
16. This position is appointed six months before her term of office begins so she will have time to appoint a committee, conduct a survey, and plan for the new year's classes beginning in September. During this time she

is encouraged to attend board meetings even though she will not be the voting program chairman until July 1. Her term of office will overlap the outgoing chairman's term of office by six months.

17. Prepares a budget and presents it to the treasurer prior to the November board meeting.
18. Prepares a written report for the annual meeting in May.
19. Instructs successor and passes on all information pertaining to the office.

### Publicity Chairman Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings. Presents a verbal report to the board.
2. Is responsible for the promotion of monthly meetings, speakers, workshops, exhibits, and any other EGA activities in local media and interest groups.
3. Calls newspapers, etc., to determine deadlines for daily and Sunday editions, the proper person to receive news, and the correct format to be used. These articles should be published before an event to attract guests and new members. It should include the date, place, time, event, and a contact person and phone number.
4. Keeps a notebook of all clippings.
5. Interfaces with other interest groups.
6. Prepares a budget and presents it to the treasurer prior to the November board meeting.
7. Prepares a written report for the annual meeting in May.
8. Instructs successor and passes on all information pertaining to the office.

### Region Representative Job Description

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- A. Serve as chapter representative to region meetings.
  1. Serves as a voting member of the Mid-Eastern Region Board of Directors.
  2. Attends region meetings held in the spring and fall of each year.
  3. Cast your chapter's vote on region issues, be prepared to discuss issues and voice your chapter's opinion.
  4. If unable to attend region meeting, sends an authorized substitute.
  5. Follow through on all activities which should be reported to the region and be sure that action is taken.
  6. Be familiar with region, national and chapter bylaws and policies.
  7. Is aware of resources and sees that appropriate chapter officers have this information.
  8. Report on region meetings, activities, and news at each chapter board and general meeting.
  9. Request time at meetings and newsletter space to keep chapter informed about region issues.
- B. Maintain the region notebook and keep it updated.
  1. Include national, region, and chapter bylaws and policies.
  2. Include minutes of region meetings.
  3. Include copies of pertinent forms used.
    - a. *Change of EGA Chapter Officers* – Report change of officers to the national office and region director as soon as officers are elected and appointments made, or as changes occur. Include all information requested on the form. (Copies of this form also need to go to MER Assistant Region Director, MER Treasurer, MER Newsletter Editor, and MER Education Coordinator.)
    - b. *Annual Chapter Report Form* – The information on this form is **very** important. The region director uses this information to compile her annual region report, and it is necessary as a reference in her region work. The information should also be helpful to you, and a copy should be kept in the notebook.
    - c. *EGA Event Calendar Report Form* – This is notification to the Region Director and national office of planned seminars, shows, exhibits, etc.
    - d. *Master Calendar* – Keep an updated calendar on both chapter and region activities.
    - e. *Member Profile for Service in the Region* – This form could also be adapted for chapter use and a file kept by the nominating committee as reference for preparing for elections. On the region level, you can be very helpful in encouraging chapter members to become active in region service and supplying this information to the region nominating committee.
  4. Handle necessary region and national reports from your chapter on time.
  5. Keep a section in the notebook for your chapter; include chapter minutes and dated copies of forms and reports submitted.
  6. This notebook is the property of your chapter and shall be passed on to your successor.
- C. Read and process all region mailings promptly, forwarding and following up as necessary.
  1. Information from the region should be passed to the chapter board and to any committee chairperson to whom it may apply. Keep and file all originals and send copies to appropriate people.

2. Send chapter news, especially that of region interest, such as exhibits, etc., to the MER director and MER newsletter editor.
  3. Send the chapter newsletter editor anything from the region mailing that would be of local interest. (Your chapter newsletter editor should send copies of the newsletter to the region director, the region newsletter editor and the national newsletter reviewer. Be sure she has correct names and addresses.)
- D. Keep your chapter board members informed of all services available through the region.
1. Be aware of region resources and see that appropriate chapter officers have this information.
  2. Pass on information about teachers from outside the area who may be teaching in the region in the future.
  3. Send information about teachers scheduled to teach in the chapter to the region newsletter editor.
  4. Coordinate teacher-touring (visiting teacher) names with the chapter program director.
  5. Supply information and help on problems or questions to do with EGA or chapter development.
- E. Reminders for chapter officers.
1. *Chapter Treasurer* – Send copies of *Annual Financial Report* to the region director. Pay region dues quarterly and on time.
  2. *Secretary* – Send copies of all chapter board and general meeting minutes to the region director promptly (after each meeting.) This includes minutes of special or called meetings.
- F. See that the following is sent to the region director at the correct time:
1. List of officers with addresses and phone numbers.
  2. Current copy of chapter membership list.
  3. Current copy of chapter bylaws.
  4. Annual Chapter Report (chapter summary).
- G. Additional responsibilities
1. Serves as a voting member of the Board of Directors and attends all board meetings.
  2. Serves on executive committee.
  3. Prepares a budget for chapter paid expenses.
  4. Instructs successor and passes on all information pertaining to the office.

### Secretary Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings.
2. Serves on executive committee.
3. Records minutes at all chapter and board meetings. Distributes copies of the minutes to the president, region director and region representative within two weeks.
4. Keeps records of all motions made including full names of those who made any motion and the results of the vote.
5. Recognizes that minutes are the permanent, formal, official record of the chapter business; accuracy counts.
6. Keeps the file of minutes for ready report at meetings.
7. Maintains a permanent archive of chapter minutes to be accessible from Chapter library.
8. Opens all ballots and tabulates all votes by ballot. Reports and records the results. All ballots should be kept one year.
9. Writes correspondence for the president as requested.
10. Sends cards for best wishes or condolences from the chapter as appropriate.
11. Instructs successor and passes on archival file of chapter minutes as well as all information pertaining to the office.

### Treasurer Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings.
2. Serves on executive committee.
3. Serves as custodian of the general funds of the chapter.
4. Collect dues and other necessary monies at all meetings and deposit them in a timely manner.
5. Write checks, subject to Board approval.
6. Maintains spending within budget.
7. Keep a proper set of books.
8. Keep a running ledger of all monies received and disbursed with a current balance.
9. Receives and disburses all chapter funds upon receipt of Reimbursement Request Form and whenever possible a receipt showing the expense.
10. Maintains that all funds go through chapter treasury.

11. Supply a Request for Reimbursement form and Tax Exempt form to members when needed.
12. Keep on file all reimbursement forms, with attached receipts, for each check written.
13. Reconcile bank statements for all bank accounts.
14. Report on the chapter's financial condition at each general and board meeting.
15. Give a copy of the financial report to the president.
16. Send 1099 Reporting/Payment form to national office when paying for any contracted labor, such as visiting teachers.
17. Send annual financial report to National office by February 15 of each year.
18. Keep on file all past financial records using retention guidelines provided by National.
19. Prepare an annual budget and submit for Board approval.
20. Arrange an annual audit of books at the beginning of the new financial year.
21. Order Chapter Past President Pin when the president leaves office.
22. Circulate Nametag Fine envelope at general meetings. The fine is 50¢ for anyone not wearing her nametag.
23. Keeps ledger in the form prescribed by national.
24. Meet all national requirements.
25. Treasurer's Membership Duties
  - Collect dues from new and renewing members every quarter.
  - Notify membership chairman of those who have paid their dues and those who have not.
  - Send designated amount of dues money, with proper form, to national office and to Mid-Eastern Region.
  - Keep a list of members up-to-date, including ID numbers.
  - Furnish members with new membership cards upon renewing or joining.
  - Send change of address forms to national office.
  - Instructs successor and passes on all information pertaining to the office and transfers banking records to the new treasurer.

### Vice President Job Description

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1. In the absence of the president, the vice president serves in her stead to exercise and discharge such duties as may be required.
2. Presides at business meetings when the president is absent.
3. Serves as a voting member of the Board of Directors and attends all board meetings.
4. Serves on the executive board and is familiar with chapter bylaws, policies, procedures, and reporting forms.
5. Assists the president and serves in any capacity as requested by the president.
6. Serves as Education Chairman.
7. Reads and responds promptly to correspondence from chapter officers, region officers or on national level.
8. Instructs successor and passes on all information pertaining to the office.

### Web Chairman Job Description

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1. Serves as a voting member of the Board of Directors and attends all board meetings. Presents a verbal report to the board.
2. Sets up and maintains the chapter's web site.
3. Is knowledgeable of and complies with all copyright laws.
4. Acts as a liaison to the region and national web sites.
5. Provides and monitors an e-mail address where visitors may request more information about EGA.
6. Is sensitive about publishing any member's address or phone number without the member's permission.
7. Publishes current information of interest to our members.
8. Researches websites of possible interest to our members and writes a column for the newsletter.
9. Prepares a budget, if one is required, and presents it to the treasurer prior to the November board meeting.
10. Prepares a written report for the annual meeting in May.
11. Instructs successor and passes on all information pertaining to the office.